

To: PRI@mail.montclair.edu[]
Cc: []
Bcc: []
From: CN=Elizabeth Butler/OU=R2/O=USEPA/C=US
Sent: Wed 10/17/2012 1:28:36 PM
Subject: Re: PRI Symposium: Presentation Info.
<http://passaicriversymposium.eventbrite.com/>
pri@montclair.edu
pri@mail.montclair.edu

Hi Jasey.

I apologize for the last minute question, but I just looked at the schedule for the first time and I noticed that Carol and I only have the same allotted 12 minutes for our presentation as all the rest. We had thought because we were combining our presentations into 1 that we would get the time slot for our 2 respective presentations. If more time is not possible at this point, please let me know as we will definitely have to cut back our presentation to fit in the allotted time.

Thanks,
Elizabeth

From: PRI@mail.montclair.edu
To: Elizabeth Butler/R2/USEPA/US@EPA, Dave Kluesner/R2/USEPA/US@EPA
Date: 09/26/2012 05:19 PM
Subject: PRI Symposium: Presentation Info.

Ms. Butler and Mr. Kluesner,

This email contains information you will need for the day of the Symposium and for your Oral Presentation:

- Below are the presentation guidelines
- The attached document is travel information.
- A tentative schedule will be available soon.
- If you have not registered for the symposium, please do so at <http://passaicriversymposium.eventbrite.com/>
- A 1 paragraph biography (no more than 200 words) is needed for the symposium program of all the abstract authors no later than Monday October 1, 2012. This can be emailed to pri@montclair.edu

Guidelines for Oral Presentations

Speakers for contributed oral presentations are allowed 12 minutes for presentations.

An additional 3 minute period between talks allows for questions, discussion, and introduction of the next speaker. This 3 minute period belongs to the audience and will be managed by the session moderator.

Please be considerate of other speakers and the audience by staying within your allotted time.

Time limits will be strictly enforced by session moderators. This is essential to ensure adequate time for questions and discussion as well as adherence to schedule.

The presentation must cover the material as cited in the abstract.

Each presentation room will be equipped with a dedicated LCD projector and PC configured with a USB port for transfer of files from flash drives.

We recommend you bring at least two copies of your presentation to the meeting in case there is a problem with one.

Microsoft PowerPoint and Adobe Acrobat Reader 7.0 are the only acceptable formats for audiovisual support of oral presentations. Each PC will be running Windows XP with Microsoft Office 2007 and Adobe Acrobat 7.0. Make sure your file is compatible with one of these programs (these versions or earlier).

Graphics must be well designed, simple, and legible to everyone in the audience.

Other equipment may be ordered, please contact the Passaic River Institute (pri@mail.montclair.edu) or

973-655-5423 at least one week before the Symposium.
If you have any questions, please do not hesitate to contact us.

Best Regards,
Jasey Araque
PRI Program Assistant

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Passaic River Institute
Montclair State University
1 Normal Avenue
Montclair, NJ 07043

Phone: 973-655-5423

Fax: 973-655-6810[attachment "PRI Symposium_Directions.doc" deleted by Elizabeth
Butler/R2/USEPA/US]